

~~CONFIDENTIAL~~

Check:

271

15 JUL 1957

Chief, Management Staff

Chief, Records Management Staff

Weekly Report - Week Ending 10 July 1957

1. Contributions

a. Tangible

- (1) Completed 4 new and revised forms; 2 forms were made obsolete.
- (2) Prepared an article for the Special Support Bulletin on Forms Management.
- (3) The Records Center received 77 cubic feet of inactive records and eliminated 37 cubic feet.

b. Intangible

- (1) Completed the Evaluation of 2 Employee Suggestions.

2. Assignments - (Active)

- a. Review of Record Control Schedule, Office of Personnel.
- b. Review of Filing System, Suggestion Awards Staff.
- c. Use of Shelf Filing - Biographic Register. Shelving to be delivered and installed by 15 July.
- d. Twenty-two new and revised forms in process.
- e. Use of Shelf Filing, CI Staff/DMP. Completed a suggested floor plan and proposed installation of appropriate shelf files and other necessary equipment.
- f. Installation of Subject Numeric System, Casualty Affairs Branch/OP.
- g. Review of Vital Personnel records.

821070104

CONFIDENTIAL

Assignments - (Inactive)

- a. Review of Records Control Schedule, RHP.
- b. Records Disposition Survey, Commercial Staff.
- c. Use of Shelf Filing, Office of Logistics.

News

- a. Attended meetings of the Support Planning Committee for RHP in conjunction with Operation Alert 1957.

25X1

25X1

Mgt/R/RHS/ [redacted] (12 July 57)

25X1

7/15/57

81672100